



**European Union**

European Structural  
and Investment Funds

**European Structural and Investment Funds  
2014 - 2020**

**Growth Programme for England**

## **ESI Funds Growth Programme Board**

### **Review of National Sub-committee Terms of Reference and Membership**

#### **Purpose:**

To seek the Growth Programme Board's agreement to the recommendations from the review of the National Sub-committee terms of reference and membership.

#### **Recommendation(s):**

That the Growth Programme Board approve the proposed amendments to the National Sub-committee terms of reference.

#### **Summary:**

1. The Board agreed a paper at their September 2017 meeting which set out the objectives and scope for a 'light touch' review of the National Sub-Committee terms of reference and membership.
2. The review was led by the GPB secretariat, with support from a steering group comprising of colleagues from MHCLG, DWP, BEIS, LEP Network, Local Government Association and Network for Europe.
3. A questionnaire was sent to sub-committee Chairs in December 2017, inviting them to consider, in consultation with their sub-committee members, the current and future operation of the sub-committee; appropriateness and scope of the current terms of reference; availability of expertise from among the members and their potential to provide advice on development of future policy. The responses received from Chairs have been used by the secretariat to inform the proposed revisions to the terms of reference. A framework was also developed to test the terms of reference against.
4. Following completion of this exercise, the proposed changes to the terms of reference are summarised in the schedule at Annex A. The substantive changes have been highlighted in revised terms of reference at Annex B. A summary of the responses from sub-committee chairs is at Annex C, for information.

#### **Next Steps**

5. If the Board is content to agree the changes, the revised terms of reference will be circulated to National Sub-committee Chairs for wider dissemination to sub-committee members and published on GOV.UK.

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| 6. The Growth Programme Board will be invited to implement a further review of its terms of reference in 2019, along with those of the LEP area ESI Funds Sub-committees and National Sub-committees, as agreed at its meeting in March 2017. |
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Ben Meadows, MHCLG

2 March 2018

Annex A	Summary of substantive amendments
Annex B	Revised draft terms of reference for the National Sub-committees
Annex C	Summary of responses from National Sub-committee chairs to questionnaire

## Annex A Summary of Substantive Amendments

National Sub-committee Terms of Reference
<b>Introduction</b>
<ul style="list-style-type: none"> <li>• Simplification of introductory paragraph and removal of references to sub-committees <i>“adapting their specific ToR”</i> and <i>“develop and agree supplementary working practices”</i>, as this is described in section C (Role of each National Sub-committee), paragraph 9 and duplication here is unnecessary.</li> <li>• Revision to paragraph 1 to remove the requirement for the ToR to be <i>“reviewed annually”</i>; text has been revised to mirror the suggested review point in the updated Growth Programme Board and LEP area ESI-Funds sub-committee terms of reference.</li> </ul>
<b>A. Governance</b>
<ul style="list-style-type: none"> <li>• Removal of duplicate text referring to sub-committees giving <i>“consideration to manage trends, risks and issues”</i>, as similar text is already listed under section B (Purpose).</li> </ul>
<b>B. Purpose</b>
<ul style="list-style-type: none"> <li>• Inclusion of additional text in paragraph 7 to reflect the responses received to the questionnaire from chairs seeking a role for sub-committees to respond to invitations from Government for informal views on post-EU growth policy.</li> <li>• Inclusion of an additional bullet point to capture that sub-committees may be remitted by the GPB to <i>“provide advice to Managing Authorities”</i>; this will establish a link with the amendment made to the update Growth Programme Board terms of reference in March 2017.</li> </ul>
<b>C. Role of each Sub-committee</b>
<ul style="list-style-type: none"> <li>• Streamlining of existing text, but ensuring it continues to make explicit sub-committees have scope to agree supplementary roles, subject to approval by the Growth Programme Board.</li> </ul>
<b>D. Membership</b>
<ul style="list-style-type: none"> <li>• Removal of the requirement for a list of members to be listed as annex to the sub-committee’s remits, as this information is now routinely captured in the quarterly summary reports for the Growth Programme Board, which themselves are then published on GOV.UK</li> </ul>
<b>E. Meeting Arrangements</b>
<ul style="list-style-type: none"> <li>• Streamlining of existing text and removal of some unnecessary requirements. For example, removal of the requirement for sub-committees to meet a set number of times a year and six weeks before Growth Programme Board meetings. Whilst some sub-committees have adopted this process, it has not been necessary for them all to do so.</li> </ul>
<b>Annex: Remit of National Sub-committees</b>

- Responses from chairs to the questionnaire indicate no substantive revisions are required to their sub-committees' existing remit (as described in the annex). Where sub-committees have previously prepared supplemental descriptions of their remit, and these have been agreed by the Growth Programme Board, this additional text had been incorporated.



**European Union**

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## **European Structural and Investment Funds Growth Programme for England (2014-2020)**

### **Terms of Reference for the Growth Programme Board's National Sub-committees**

Revised March 2018

# **Terms of Reference for the Growth Programme Board's National Sub-committees**

(European Structural and Investment Funds 2014 -2020)

## **National Sub-committees Terms of Reference**

1. These Terms of Reference (ToR) revise and replace the version approved in December 2015 [ESIF-GN-2-011, Version 1). They set out the core elements describing how a National Sub-committee should function. These terms of reference are subject to approval by the Growth Programme Board (GPB) and may be subject to a review by the Board in 2019.
2. National Sub-committees are responsible for providing specialist advice and support to the GPB in its role to oversee that the European Structural and Investment Funds Growth Programme's policy and operational objectives are delivered successfully.
3. A National Sub-committee may be closed by the Growth Programme Board where it is no longer felt to be needed.

### **A. Governance**

4. The Growth Programme Board (GPB) is the Programme Monitoring Committee (PMC) for both the ERDF and the ESF Operational Programmes in England.
5. National Sub-committees report directly to the GPB. The GPB will also be supported by a number of local sub-committees (LEP area ESI Funds Sub-committees). These local sub-committees will also report directly to the GPB but, where relevant, may be asked to report via the National Sub-committees as remitted by the GPB.
6. National sub-committees will not substitute for or take on the tasks and functions of the GPB or Managing Authorities. The GPB is responsible for all decisions on its own advice, approvals or opinions given according to its functions set out in Regulations<sup>1</sup>, whether or not advice was given by its sub-committees.

### **B. Purpose**

7. National Sub-committees are established by the GPB to have an advisory role to the GPB and/or Managing Authorities. They will be responsible for considering evolving national policy, including any invitations from Government for informal views on post-EU growth policy. They will consider the operational context, interaction between the ESI Funds depending on their individual remit, and their relationship with other ESI Funds sub-committees.

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<sup>1</sup> Regulations refer to the relevant Articles within the European Commission's Common Provision Regulations (EU) No 1303/2013 and the specific regulations for ERDF and ESF. Also to any update on these Regulations.

8. The purpose of all National Sub-committees is, according to their remit, to:

- Review relevant national policy or operational circumstances, particularly Government policies, socio-economic factors and EU regulatory practice in relation to ERDF and ESF Operational Programmes and local investments and provide advice to the GPB and/or Managing Authorities within agreed remits.
- Seek to influence relevant national policy to 'design in' alignment with the ESI Funds Growth Programme where appropriate and particularly seeking to design-in relevant match funding opportunities. Policy sub-committees will feed back to central policy colleagues on lessons learnt and good practice from implementation of the Growth Programme at local level.
- Advise the GPB and thereby LEP area ESI Funds Sub-committees, helping them to exploit synergies with wider national policies and funding opportunities, and to ensure alignment with national policy *and* avoid conflict with and duplication of existing policies and initiatives.
- Other National Sub-committees might be pointed towards particular issues by the Performance and Dispute Resolution sub-committee. National Sub-committees will use their expertise to try to work out the reasons behind any performance issues, advising the Performance and Dispute Resolution sub-committee (which is responsible for overall performance monitoring and management advice) or GPB directly as requested.
- Consider, advise and, as appropriate, broker opportunities for working across LEP areas, factoring in trends, commonalities and alignment with national policies.
- Consider and advise the Growth Programme Board on outline business cases for ERDF "major" projects (as defined in the EU Regulations).
- Consider and advise on any systemic issues relating to implementation of the ESI Funds Growth Programme for the relevant thematic objectives.
- Identify and promote examples of good and potential best practice
- Consider and advise on EU Regulations practice, precedent and decisions which have wider application.
- Take account of policy and/or operational issues identified through members' networks and stakeholders, or issues referred to it by the GPB or other National Sub-committees.
- Provide reports as commissioned by the GPB and/or according to an agreed schedule and focus in relation to specific Growth Programme priorities, targets and milestones.
- Bring risks and issues to the attention of the relevant National Sub-committee or full GPB as appropriate, and in a timely way; these should be brought to the attention of the GPB Secretariat in their first instance.
- National Sub-committees will not scrutinise individual projects. Managing Authorities or the GPB may ask the Sub-committee for expert advice on a specific national policy or programme.
- National Sub-committees may be remitted by the GPB to provide advice to Managing Authorities.

### **C. Role of each National Sub-committee**

9. Annex A of this document sets out the remit of each National Sub-committee. The Chair of any National Sub-committee may propose change(s) to its remit. Any changes proposed to its remit will need to be agreed by the GPB.

#### **D. Membership**

10. National Sub-committees will be chaired by the most relevant lead. For policy sub-committees, this may be the lead government official for the policy area. The deputy chair will be from the relevant Managing Authority, except where such Managing Authority is the sub-committee chair. A relevant Managing Authority or BEIS will provide the Secretariat, working closely with the GPB secretariat to understand the protocols and procedures the Sub-committee must adhere to in supporting the GPB.
11. Membership must include relevant HM Government and Managing Authority nominated leads, but does not have to be drawn from or follow the proportions of representation at the full GPB. Organisations not represented on the GPB can therefore be represented on the National Sub-committees. Papers will be shared with the European Commission, who will be invited to attend Sub-committee meetings, as relevant. Sub-committee membership should be based on the principle of expertise, not seniority.

#### **E. Meeting Arrangements**

12. National Sub-committees should meet as regularly as needed.
13. Meeting dates for each calendar year will be agreed in advance. The Chair may ask for extra-ordinary meetings when a matter is urgent.
14. Sub-committees may need to deal with some issues by correspondence, to discharge them quickly.
15. All meetings and decisions will be minuted. Minutes will normally be circulated no later than 10 working days after a meeting for approval by members. 'No response' will be taken as endorsement. Minutes will be agreed by the Sub-committee as a confirmation of their being a true record of the meeting. If the GPB considers that the Sub-committee has stepped outside of its remit, it may challenge the minutes and expect a response.
16. National Sub-committees will operate in accordance with the procedures and protocols laid out by the Growth Programme Board and its secretariat. In particular, members will follow the same principles and protocols as GPB members in terms of a code of conduct and declaration of their interests.



## Remit of National Sub-committees

### Policy sub-committees

Smart Specialisation (innovation)	<ul style="list-style-type: none"> <li>• Advise on the extent to which opportunities to build synergies with other EU funds, especially Horizon 2020, have added value to Smart Specialisation in England</li> <li>• Provide specialist advice and expertise on Smart Specialisation and other Research, Development and Innovation issues</li> <li>• Review implementation of the Smart Specialisation Strategy for England and advise the Managing Authority in overseeing the work of the Smart Specialisation Hub.</li> <li>• Undertake analysis into specific thematic/policy related issues on behalf of the GPB, and report findings back to the GPB.</li> </ul>
Small and Medium Sized Enterprise Competitiveness (including ICT and Financial Instruments)	<ul style="list-style-type: none"> <li>• Support the GPB through providing specialist advice and expertise on SME related issues</li> <li>• Undertake analysis into specific thematic/policy related issues on behalf of the GPB, and report findings back to the GPB</li> <li>• Feed policy specific advice/views at a national level in to the GPB</li> <li>• Monitor and assess FI spend and performance across ERDF programmes in order to advise the MA on issues and potential solutions</li> <li>• Make recommendations to the GPB and Performance &amp; Dispute Resolution Sub-committee on measures to improve performance</li> <li>• Monitor and assess overall spend and performance on SME competitiveness across the ESI Funds (including financial instruments) in order to advise the Managing Authority on issues and potential solutions.</li> <li>• Advise the GPB on national and local policies impacting on SMEs or delivery of the SME competitiveness aspects of the ESI Funds Growth Programme. Consider risks and opportunities for the ESI Funds Growth Programme arising from national and local SME competitiveness policies.</li> <li>• Identify best practice in relation to investment of ESI Funds in SME competitiveness projects.</li> </ul>
Sustainable Growth and Development (including low carbon, climate change, the environment and sustainable transport)	<ul style="list-style-type: none"> <li>• Responsible for providing the GPB with specialist advice and expertise on Low Carbon, and Sustainability related issues</li> <li>• Undertake analysis into specific thematic/policy related issues on behalf of the GPB, and report findings back to the GPB</li> <li>• Feed policy specific advice/views at a national level in to the GPB</li> <li>• Make recommendations to the GPB and Performance &amp; Dispute Resolution sub-committee on measures to improve the overall impact of spend on sustainable development</li> </ul>
Employment, Skills and Social Inclusion (including the impact of CLLD and Co-financing Organisations)	<ul style="list-style-type: none"> <li>• Provide the GPB with specialist advice and expertise on related issues</li> <li>• Undertake analysis into specific thematic/policy related issues on behalf of the GPB, and report findings back to the GPB</li> <li>• Feed policy specific advice/views at a national level in to the GPB</li> <li>• Make recommendations to the GPB and Performance &amp; Dispute Resolution sub-committee on measures to improve the impact of Co-financing provision</li> <li>• Make recommendations to the GPB and MA on measures to improve the impact of CLLD provision</li> </ul>

Sustainable Urban Development	<ul style="list-style-type: none"> <li>• Provide the MA and GPB with specialist advice and expertise on Sustainable Urban Development</li> <li>• Undertake analysis into specific SUD related issues on behalf of the GPB as required, and report findings back to the GPB,</li> <li>• Recommend actions to the MA on aspects of SUD as needed</li> </ul>
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## Operational Delivery sub-committees

Performance and Dispute Resolution	<ul style="list-style-type: none"> <li>• Monitor and assess spend and performance across ERDF and ESF spend, including through Co-financing organisations, undertaking regular reviews to assess spend, commitment levels, N+3 and impact across GDTs in order to be able to advise the GPB and MAs as needed</li> <li>• Report findings and outcomes to the GPB, with recommendations</li> <li>• Assess trends and risks – ensuring that LEP areas ESI Funds Sub-committees are asked to account for anomalies as appropriate - and advise how these might be managed. Highlight those of a sufficiently high level to the GPB and, by exception, ask LEP areas to present to the GPB where risks continue.</li> <li>• Consider and assess programme/project related dispute cases raised by LEP areas and GDTs to advise the GPB and MAs as needed</li> <li>• Consider broad trends in key indicators, including results, output indicators and aggregated spending/outcome totals, for both the relevant thematic objectives and overall national objectives and targets, and take a broad view across the whole growth programme in order to advise the GPB on their views of how the programme as a whole is performing or meeting its national targets.</li> <li>• Include, within its monitoring and assessment functions, opt-in organisations</li> <li>• Advise how risks and trends are managed and communicated</li> <li>• Advise how best practice arising from good performance is communicated to local partners and other stakeholders, ensuring activity is linked to relevant communication plans</li> <li>• Consider local dispute resolution of performance related issues in accordance with the Performance Management Strategy Guidance</li> </ul>
Evaluation	<ul style="list-style-type: none"> <li>• Advise on ERDF and ESF evaluations undertaken as part of the Evaluation Strategy developed by the MAs</li> <li>• Contribute to evaluation reports developed by the MAs</li> <li>• Provide advice to the GPB in terms of their approval of evaluation reports prior to the submission to GPB for final approval</li> </ul>
Equality and Diversity	<ul style="list-style-type: none"> <li>• Monitor the application and implementation of equalities principles across ERDF and ESF programmes in order to advise the GPB and MAs on risks and opportunities identified</li> <li>• Provide advice and recommendations to the GPB on equality related issues within European programmes</li> <li>• Undertake analysis into specific thematic/policy/operational related issues on behalf of the GPB as required, and report findings back to the GPB</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Advise the GPB on ERDF and ESF communications related issues and activity</li> <li>• Promote best practice to projects</li> <li>• Evaluate the application and implementation of the</li> </ul>

	<p>Communication Strategy</p> <ul style="list-style-type: none"> <li>• Conduct regular reviews of the Communications Strategy and put recommendations forward to the GPB</li> <li>• Support/drive the delivery of the Annual Communications Activity Plans</li> </ul>
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## Annex C Summary of the returns from National Sub-committee Chairs

**Q1. Does the sub-committee's remit, as described in annex A of the National Sub-committee terms of reference (December 2015), adequately describe its purpose and/or function? Does the sub-committee's remit need to be amended (and if so, in what way) to make sure the group provides an improved function or enable advice to be provided to managing authorities so they might better meet Government's domestic policy objectives to generate growth, improve productivity, reduce regional disparities, create jobs and support new businesses?**

**SUD:** considers its current remit is adequately covered in ToR. At their January meeting, members considered the sub-committee should have a broader role influencing government input into the EU Urban agenda and contributing to the development of government's post-Brexit urban policy and implementation of UKSPF.

**Smart Spec:** acknowledge their role has evolved to reflect government's wider role in developing place and innovation policy following Brexit – particularly key priorities in the development of UKSPF and Industrial Strategy themes. The response also highlighted that the groups' focus has shifted to providing national strategic advice.

**Evaluation:** the sub-committee is content with its remit as described in the ToR and no amendments are recommended at this time.

**Performance & Dispute Resolution:** similarly content with its remit. Considers it should be noted the ToR also includes text setting out the role of the Performance Management Strategy Guidance in the dispute resolution process.

**Comms:** content - and considers no amendments are necessary at this time.

**Employment, Skills & Social Inclusion:** content - and no amendments are necessary.

**Equality & Diversity:** the committee is satisfied its current remit adequately describes its purpose and function – no amendments are necessary.

**Q2. The terms of reference permit the Growth Programme Board to close a sub-committee if it is thought to be no longer needed. To what extent has the sub-committee already met its objectives?**

**SUD:** whilst authorities delivering SUD have been designated as IBs, it remains in the early stages, with some calls open and (to date) no projects as of yet approved (other than in London); therefore the sub-committee sees an ongoing role in overseeing the implementation of SUD in England and reporting to the GPB.

**Smart Specialisation:** the sub-committee was established to advise on the implementation of the Smart Specialisation strategy and the delivering of PA1 ERDF activities (Smart Specialisation is an ex-anti conditionality for the receipt of PA 1 funding). The sub-committee has a remit to also provide advice on other research and innovation issues, and its input is relevant to cross-government approach to increasing productivity driven by the Industrial Strategy.

**Evaluation:** the sub-committee has an ongoing role advising on, and contributing to, evaluation work.

**Performance & Dispute Resolution:** the sub-committee has an ongoing role in

monitoring and advising on ESI Funds' progress towards performance targets and considering dispute cases.

**Comms:** the sub-committee has an ongoing role in supporting the delivery of the communication plans which are updated annually.

**Employment, Skills & Social Inclusion:** cites examples of providing sector advice and wider context to inform the policy approach for social inclusion activities in the second half of the programme and highlighting initial difficulties with the award of ESF contracts and reviewing barriers to expenditure. Members see a role for the sub-committee to continue providing professional challenge and support to the programme going forward, including work to help address areas of underperformance.

**Equality & Diversity:** the sub-committee has been instrumental in promoting and testing a range of equality and diversity issues since it was formed. The work of the sub-committee also supports the programme's equality mainstreaming approach which supports our obligations under the general duty of the Public Sector Equality Duty.

**Q3. Does the sub-committee's subject matter remain relevant to the Growth Programme (and any subsequent period of transition following departure from the European Union)? Ought the sub-committee be remitted to respond to requests by Government for advice on development of new policy, e.g. successor arrangements following departure from the EU?**

**SUD:** yes, it remains relevant. The sub-committee also considers that an updated remit should include a role for it in the development of successor arrangements to ERDF.

**Smart Specialisation:** the points raised in the response above can be reflected in the terms.

**Evaluation:** the sub-committee considers that it has the expertise to advise on how evaluation work can feed into future funding arrangements and on evaluations of future funding arrangements.

**Performance & Dispute Resolution:** the sub-committee considers that it has the expertise to advise on performance monitoring in future funding arrangements and consider dispute cases. Given the knowledge/experience/expertise that members have, it would welcome the opportunity to respond to requests from government for advice on the development of new policy (particularly successor arrangements).

**Comms:** the sub-committee's subject matter remains relevant, as delivery of annual comms plans and project/programme publicity are ongoing requirements. On the development of new policy, the sub-committee could provide advice on matters relating to the comms/publicity plans of successor arrangements.

**Employment, Skills & Social Inclusion:** the sub-committee's subject matter remains relevant. Members have also indicated a willingness to be part of work to develop successor arrangements going forward, including responding to requests for advice.

**Equality & Diversity:** similarly - the sub-committee's subject matter remains relevant to the Growth programme and members have indicated a willingness to be part of work to develop successor arrangements going forward, including responding to requests for advice.

**Q4. Has experience shown whether there are gaps in the sub-committee's remit or membership that need to be met? What steps, if any, have been taken to address this?**

**SUD:** membership is drawn sufficiently wide that it meets its current remit. It considers that their remit should include a role in influencing future government input into the EU Urban agenda, contributing to the development of future post-Brexit urban policy and the implementation of the UKSPF.

**Smart Specialisation:** currently there is no LEP representative on the sub-committee. Clarity is required on the role of the group (in line with the points raised earlier) before recruitment of additional members is undertaken.

**Performance & Dispute Resolution and Evaluation:** no gaps in membership have been raised or identified; where members have resigned, suitable replacements have been appointed.

**Comms:** where gaps in representation have been identified (such as from LEPs) this has been addressed.

**Employment, Skills & Social Inclusion:** gaps were identified in labour market knowledge at the national local level: these were addressed by inviting a DWP labour market lead official and member of Lincolnshire County Council to join. A gap in skills was addressed by inviting sector representation from ESFA.

**Equality & Diversity:** gaps in equality representation at a local level and knowledge of the Civil Society/Third Sector were addressed through inviting representatives with experience and professional interest from D2N2 LEP and the Big Lottery Fund.

**Q5. Does the sub-committee continue to hold meetings and do you envisage it continuing to do so in the future?**

**SUD:** yes, the sub-committee envisages holding further meetings.

**Smart Specialisation:** yes, the sub-committee last met in December 2017 and BEIS wish to continue engagement with members through future meetings and online forums.

**Evaluation:** yes, the sub-committee holds meetings in line with products being produced for their consideration.

**Performance & Dispute Resolution:** will maintain the pattern of holding quarterly meetings, 4-6 weeks ahead of GPB meetings.

**Comms:** yes, the sub-committee will continue to meet twice a year.

**Employment, Skills & Social Inclusion:** the sub-committee meets quarterly, broadly six weeks before the GPB. Urgent issues can be covered by telekit or correspondence if required.

**Equality & Diversity:** following a review in July 2017, the sub-committee agreed to reduce meeting frequency to three times a year. Meetings are typically held six weeks before GPB.

**Q6. Does the sub-committee collaborate with any other sub-committees? If not,**

***would it be helpful to do so? Does the sub-committee have plans to do so in future? Would amendment to the terms of reference enable collaborative working?***

**SUD:** the work of the sub-committee is a specialist area and so it does not collaborate with other sub-committees.

**Smart Specialisation:** it does not currently collaborate, but would consider cross-sub-committee engagement (e.g. with SME Competitiveness) where appropriate.

**Evaluation:** P&DR papers are shared with this sub-committee (with the exception of papers relating to dispute resolution), which is in accordance with the Evaluation ToR.

**Performance & Dispute Resolution:** see above. The sub-committee will also review how it collaborates with other NSCs once a year.

**Comms:** the sub-committee does not currently collaborate, but is set up in such a way that it could do, should the need arise.

There are links between the **Employment, Skills & Social Inclusion** and **Equality & Diversity** sub-committees as both are chaired by a senior representative from the ESF Managing Authority.

***Q7. Does the sub-committee consider it is the most appropriate group of experts to provide advice to the Board and managing authorities?***

**SUD:** yes – and it can seek input from experts from other groups, such as the EU Urban agenda, if required.

**Smart Specialisation:** yes, representatives have been appointed to provide impartial, specialist advice on smart specialisation issues, including wider innovation and place growth policy.

**Evaluation:** yes.

**Performance & Dispute Resolution:** yes - the sub-committee also has a commitment to review its membership annually.

**Comms:** yes, the sub-committee comprises of local partners and national communications practitioners.

**Employment, Skills & Social Inclusion:** yes – representation includes relevant Government and Managing Authority leads, along with the Commission, representatives from co-financing organisations and experts from the private, voluntary and academic sectors.

**Equality & Diversity:** yes – representation includes representatives from the Commission, the Equality & Human Rights Commission and experts from the private, voluntary and academic sectors.

***Q8. Does the sub-committee's current membership include all relevant areas of expertise (e.g. policy, technical, economic, geographic coverage)? If not, what steps need to be taken to address this?***

**SUD:** yes, current membership includes a range of policy and technical experts drawn



from across the country.

**Smart Specialisation:** whilst a small sub-committee, there is representation from across almost all English regions, including Scotland. With an increased focus on UK wide place and innovation strategies BEIS officials can consider wider representation from the devolved administrations.

**Evaluation:** yes.

**Performance & Dispute Resolution:** yes.

**Comms:** yes.

**Employment, Skills & Social Inclusion:** yes; geographic coverage is provided through national partners such as the ESFA.

**Equality & Diversity:** yes – there are representatives from public authorities, economic and social partners and bodies representing civil society, including environmental partners, community based and voluntary organisations.

**Q9. Are the Nolan principles recognised in group meetings?**

In all responses, chairs cited that members agree to follow the Nolan principles in meetings.